

# HUMAN RESOURCE COMMITTEE MEETING AGENDA

Committee meetings are now open to the general public.  
We ask that you continue to practice safe social distancing requirements.

*Thank you!*

Date: Tuesday, March 28, 2023 @ 9:00 AM

Location: *Supervisors' Chambers, 2<sup>nd</sup> floor of the government center.*

Present: **King, Becker,** Kehl, Grant, Roche, McCormick, Leuer

Absent:

Also Present:

| Department Agenda Item   | Discussion | Decision                             | Action                                |
|--|------------|--------------------------------------|---------------------------------------|
| <b>Committee Chair's Agenda</b>  |            |                                      |                                       |
| 1. <u><a href="#">Winter NYSAC Conf. Resolution:</a></u><br><ul style="list-style-type: none"> <li>• Resolution Calling on the State to Provide Funding to Counties and County Boards of Elections for the Costs Associated with Legislative Proposals to Hire Additional Election Staff and to Provide More Flexibility with Early Voting Sites</li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 2. <u><a href="#">Winter NYSAC Conf. Resolution:</a></u><br><ul style="list-style-type: none"> <li>• Resolution Applauding Governor Hochul for Increasing the Share of Revenue Counties Retain for Providing State DMV Services</li> </ul>   |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 3. <u><a href="#">Winter NYSAC Conf. Resolution:</a></u><br><ul style="list-style-type: none"> <li>• Calling on the State of New York to Fully Fund County Law 18B Assigned Counsel Statutory Pay Levels</li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 4. <u><a href="#">Winter NYSAC Conf. Resolution:</a></u><br><ul style="list-style-type: none"> <li>• Resolution Calling for Study and Reform of New York State Civil Service System to Support Local Government Employee Recruitment</li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:00 AM - Records Retention w/G. Royce</b>  |            |                                      |                                       |
| 1. <b>FYI:</b> <u><a href="#">2023 Annual Report</a></u>   |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:15 AM - Board of Elections w/J. Schlick &amp; H. Bush</b>   |            |                                      |                                       |
| 1. <u><a href="#">Interdepartmental Contract (Expenditure) \$5,001 or greater:</a></u><br>Contract with IT Department, 143 N. Main Street, Warsaw, NY 14569, for the provision of providing IT services related to all Federal/State/Local elections not to exceed \$20,000.00; effective January 1, 2022 through December 31, 2022.<br><span style="background-color: yellow;">(MUNIS Contract # pending by IT Dept. entry of revenue)</span> |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

Committee Chair Initials: \_\_\_\_\_

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Absent:

Also Present:

| Department Agenda Item   | Discussion | Decision                             | Action                                |
|--|------------|--------------------------------------|---------------------------------------|
| <b>2. FYI ~ Contract (\$3,000 and under):</b>  |            |                                      |                                       |
| <ul style="list-style-type: none"> <li><b>St. John Neumann church</b>, ___address___ for the use of Webber Hall as a poll site for the Town of Sheldon in an amount not to exceed; effective January 01, 2023 through December 31, 2023.</li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:30 AM - Historian w/C. Amrhein</b>  |            |                                      |                                       |
| 1. <b>Amend Salary Schedule "S":</b><br><ul style="list-style-type: none"> <li><b>To set the hourly wage</b> of the <i>Assistant County Historian</i> (Position Code 001.081) at \$19.45/hr. (annual salary equivalent of \$35,399) to correct inequity in organizational structure; effective April 12, 2023.</li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 2. <b>General Update:</b><br><ul style="list-style-type: none"> <li>UGRR brochures have been distributed to the museums.</li> <li>Judge Mohun has picked up the portrait of Judge Norton from the Conservator. It will be hung in the court house with the other two. Judge Skinner of Middlebury is going next.</li> </ul>                                      |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:45 AM - Human Resource w/D. Farberman</b>   |            |                                      |                                       |
| 1. <b>Amend Resolution # 23-054 (as amended by 22-431 and 22-158):</b><br>Authorize Chairman to sign an Amended Contract with <b>Warsaw Penny Saver</b> , 72 North Main St, Warsaw, NY 14569 to reflect the following revisions: increase the amount of agreement by \$500 to a total of \$61,059.92. All else remains the same. <b>(MUNIS CONTRACT #121)</b> ✓✓ |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 2. <b>Approve Purchase Card:</b><br>To approve the use of a purchase card with a limit of \$2,000 for <b>B. Merica</b> , Human Resource Assistant, for use as directed in the approved policy.   |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

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Absent:

Also Present:

| Department Agenda Item   | Discussion | Decision                             | Action                                |
|--|------------|--------------------------------------|---------------------------------------|
| <p><b>3. Overnight Travel Authorization:</b><br/>B. Merica to attend 2023 NYS Civil Service Institute on May 9 – 10, 2023 in Saratoga Springs, NY. No cost to county for conference registration: mileage roundtrip approx. \$320; personal car to be used; hotel approx. \$520; other costs approximately \$150; total not to exceed \$1,100. To be paid from currently budgeted funds.</p>         |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p><b>4. Overnight Travel Authorization:</b><br/>B. Merica to attend 2023 NYS Civil Service Institute on June 28 – 30, 2023 in Albany, NY. No cost to county for conference registration; mileage roundtrip approx. \$330 personal car to be used; hotel approx. \$600; other costs approximately \$150; total not to exceed \$1,200.00. To be paid from currently budgeted funds.</p>               |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p><b>5. Professional Service Contract \$5,001 or greater:</b><br/>Authorize Chairwoman to sign a contract, pursuant to General Municipal Law 104(b), with <b>Employee Services, Inc.</b>, 55 Chamberlain St., Wellsville, NY 14895 for EAP services in the amount of \$20,573.16 (\$20.76 per employee) for the period of April 1, 2023 to March 31, 2024.<br/><b>(MUNIS CONTRACT #1413) ✓✓</b></p> |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p><b>6. Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Retiree health insurance coverage – sick and vacation day usage</li> <li>• Threshold for salary requirement to receive benefits.</li> <li>• Service awards.</li> <li>• Supervisory Training 4/20 &amp; 5/16</li> <li>• <a href="#">457 Plan Overview</a></li> </ul>  |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p><b>7. <a href="#">Approve Radiologic Technologists and Sonographers Salary Changes/Upgrades</a></b></p>   |            | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

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|---|---------------------|--------------------------------------|---------------------------------------|
| <b>Civil Service w/D. Farberman</b>                       |                     |                                      |                                       |
| 8. <a href="#"><u>March 2023 Civil Service update</u></a> |                     | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>County Attorney w/J. Wilkinson</b>                     |                     |                                      |                                       |
| 1. <i>Opioid Update.</i>                                  |                     | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| 2. <i>Litigation/General Update.</i>                      |                     | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>County Clerk w/R. Pierce</b>                           |                     |                                      |                                       |
|   | ~Nothing to Report~ | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>DMV w/R. Pierce</b>                                    |                     |                                      |                                       |
|   | ~Nothing to Report~ | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

Signature of Committee Chairman: p/S. King (minutes prepared by \_\_\_\_\_)).

Next Human Resource Committee Meeting scheduled for **Tuesday, April 25, 2023 @ 9:00 AM.**

Committee Chair Initials: \_\_\_\_\_